

**Technical Division****Guidelines for Working in Industrial Trailers 156,157 and 129**

Written By:	_____	Date:	_____
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I. INTRODUCTION

This document describes the policies and procedures that regulate activities for personnel working in Industrial Trailers 156,157 and 129. These policies apply to all Fermilab employees and all registered laboratory visitors working in the aforementioned trailers.

II. ACCESS/RESTRICTIONS**A. Working Visitors**

Upon arrival, working visitors will be expected to report to either their designated liaison (usually the person with whom they are collaborating), the Building Manager, or the Alternate Building Manager, unless previous arrangements have been made with one of the above-mentioned staff. In either case, it is important that someone in a position of responsibility is aware of the presence of the working visitor in the event of an emergency situation. Working visitors that have occasion to bring in additional short-term (< 1 day) visitors must inform their liaison.

Upon approval of the Building Manager, long term working visitors may be temporarily issued keys to the trailers to facilitate working during non-standard hours. When leaving the trailer, it is the responsibility of the last person to leave to ensure that all doors are properly locked.

III. SAFETY

A. General

Working personnel should familiarize themselves with the ES&H bulletin board located on the east wall of Trailer 157 near the kitchen area. This board lists important information regarding safety procedures, building management, emergency wardens, etc.

Appendix A lists phone numbers which may be useful to persons working in the Industrial Trailers.

B. Personnel Protective Equipment

Safety glasses and safety shoes are not required to be worn in any of the trailers unless performing work that would require the use of such protection.

C. Fire Alarm

A fire alarm (constant klaxon) indicates a fire in the trailer. All personnel will evacuate the trailer upon hearing this alarm. In the event that evacuation of the trailer is required, assemble with other trailer personnel at the designated area, until one of the trailer emergency wardens or your liaison has been notified that you have indeed left the trailer. The official meeting place for trailer occupants in the event of an evacuation is the parking lot to the north side of the trailers or upwind from any smoke. If no regular staff members are present in the trailer when the alarm sounds, go to a safe location and dial 3131. Explain the nature of the emergency to the Emergency Service Department Operator.

D. Tornado Alarm

In the event of severe weather (tornado), a steady siren is heard throughout the Industrial Area. This alarm indicates the approach of severe weather and requires all personnel to proceed to the designated shelter area, the Industrial Center Building Basement. See Attachment 1.

E. Radiation Safety

No radioactive materials are allowed in any of the trailers.

F. Harmful Materials

Chemicals may not be brought into the trailers without the approval of the Building Manager. Any chemicals brought into the trailers must be accompanied by the most recent MSDS and be able to be stored without requiring any additional storage capabilities than already exist within the trailer. Such materials shall not require any special protective equipment or disposal not already available.

G. Smoking Policy

To comply with Executive Order 13058, "Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace," Fermilab can no longer allow smoking inside any building on the site, including portakamp trailers. Smoking will only be allowed outside at designated locations away from building air intakes. See Attachment 2.

H. Eating/Drinking

Eating and drinking is permitted in all areas of the trailers. The surrounding buildings have restrictions on where this is allowed. See Attachment 3.

I. Children

Children under 18 years of age are permitted in the trailers under continuous adult supervision. See Attached TD-1040.

J. Parking

Parking is not allowed against any of the Industrial Buildings. Personnel may park in the parking lots located anywhere around the trailers.

IV. COMPLIANCE

It is expected that all working personnel will comply fully with these policies and procedures. These guidelines have been developed to ensure that all operations are conducted in a safe manner consistent with Fermilab Environment, Safety, and Health Policies. As stated in the preface to the Fermilab ES&H manual, non-cooperation or flagrant disregard for these policies are grounds for disciplinary action or denial of access to these facilities.

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Position	Name	Phone	Page	Long Distance Page
TD Senior Safety Officer	Richard Ruthe	5424	1158	630-266-6842
TD Radiation Safety Officer	Mike Herr	3382	0753	847-536-2668
TD Waste Coordinator	Mike Herr	3382	0753	847-536-2668
Building Manager	Gary Sliwicki	4291	0698	630-722-1568
Alternate Building Manager	Jim Rife	4398	0206	630-266-8430